



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Cooperative Education Unit

Work Integrated Learning (WIL) Internship Opportunity

Company: Office of the Judiciary

Positions: Human Resources Intern (x1)
Public Relations Admin Officer (x1)

Educational Requirements

- 3rd Year Bachelor of Human Resources Management
- 3rd Year Bachelor of Communication
- NUST Eligible WIL students only

General WIL/Internship Description

The successful Human Resources intern will be responsible for providing clerical support to human resource practitioners; processing personnel-related documents; preparing re-current personnel reports; explaining personnel procedures and the maintaining master personnel and organizational records.

The successful Public Relations intern will be responsible for responding to all queries on our Facebook page. Required to read all the different kinds of local newspapers on a daily basis in order to be abreast with the latest developments and changes related to their field of study.

Other Requirements

The successful candidate should have strong communication skills, teamwork abilities, problem-solving abilities, self-management, planning and organising abilities, willingness to learn, initiative and enterprise abilities, and the ability to handle confidential information.

Application Procedure

Applications should be sent in writing, along with an updated CV detailing all work experience (if any), certified copies of identification documents, qualifications, academic records, and a Grade 12 certificate, to: **Learning and Development Officer, Office of the Judiciary, Windhoek, Namibia. Please submit your applications via email only to: ceuintern1@nust.na**

Closing Date: Monday, 13 March 2023

Time: 13:00

Assumption of Duties: As soon as possible

No applications will be accepted after 13:00 and only short-listed candidates will be contacted.

Enquiries:

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